



6/23/20

TOWN OF ACTON  
472 Main Street  
Acton, Massachusetts, 01720

# VOLUNTEER COORDINATING COMMITTEE

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On June 09, 2003 the Volunteer Coordinating Committee voted unanimously to recommend Paul A. Turner as a Regular member of the Council on Aging with a one year term ending June 30, 2004.

Paul is a Volunteer Friendly Visitor for Minuteman Home Care. At one time he was a volunteer for the Alzheimer's Association of Eastern Massachusetts. He had Coursework in Gerontology at the University of the District of Columbia and a Certificate in Gerontology from the University of Massachusetts at Boston.

Nancy A. Whiteamb, Chairman VCC  
June 10, 2003

## TOWN OF ACTON VOLUNTEER APPLICATION

RECEIVED &amp; FILED

FEB 26 2003

Updated : 03/05/98

Residents interested in serving on a Town Board, Committee, or Commission are requested to complete this form and forward it to the office of the Town Manager at the Acton Town Hall, 472 Main Street, Acton MA 01720, (fax 508-264-9630).

(Please print or type)

Date : 2-26-03

Mr / Mrs  
Ms / Dr

Last Name

First Name

Middle Name

3 Iris Court #6  
Street Address

978-371-0690  
Home Phone

same  
Business Phone

Please refer to the other side of this sheet (Page 2) and indicate below, in order of preference, the Board(s), Committee(s), or Commission(s) in which you are interested :

- 1) Council on Aging
- 2) Historical Commission
- 3) Recreation Commission

Have you been a member of a Board, Committee, or Commission previously (either in Acton or elsewhere) ?  
If you have, please list name(s) and dates (approx.) :

No, But I have attended a number of meetings  
of the East Acton Village Planning

Do you have time restrictions ? yes - would prefer no week-end evening hours

How long have you lived in Acton ? 7 years in Massachusetts ? 29 years

Are you a US citizen ? yes

Please list your present occupation and employer (optional -- attach resume)

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest ? yes, partially

Education or special training

H.S. - Kent's Hill School, Kent's Hill, Maine - Baccalaureate  
College - Westminster College, New Wilmington, PA  
Curry College, Milton, MA 02186 B.A. (P.E.H.S.)

**PAUL A. TURNER**  
E-mail ptleftie@aol.com

3 Iris Court, Apt. G, Acton, MA 01720  
(978) 371-0690

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### SUMMARY OF QUALIFICATIONS

- Excellent oral and written communication skills
- Organized, and adept with time management/task prioritizing
- Successfully provides Customer Service
- Familiar with Microsoft Word, Excel and WordPerfect

### PROFESSIONAL AND VOLUNTEER EXPERIENCE

**Friendly Visitor, Office and Clerical Support, volunteer** 1999-present  
*Minuteman Home Care* Burlington, MA

- Visit an assigned frail elder in home environment, offer companionship and support.
- Telephone outreach project (contacting various area religious affiliations).
- Various office and clerical duties.

**Campaign Aid, volunteer** 1974-present  
Washington, D.C.  
Boston/Acton, MA

- Volunteer for local, state, and national election campaigns.
- Perform outbound home calls to prospective voters.

**Information Research & Data Entry, volunteer** 1999-2000  
*Alzheimer's Association of Eastern Massachusetts* Cambridge, MA

- Obtain information from elder care organizations regarding services provided.
- Enter resource information into data base.

**Temporary Office Support** 1996-1998

- Utilized telephones to promote an upcoming event with the company network.
- Worked as part of a team verifying state tax documents for accuracy.
- Entered information from resumes into computer using Resumix 3000 software.

**Information Clerk, volunteer** 1991-1995  
*Travelers Aid* Washington, D.C.

- Assisted the general public at Union Station with questions concerning public transportation, tourism, and directions.

**File Clerk** 1989-1990  
*Commonwealth of Massachusetts* Boston, MA

- Maintained files for the Office of the Attorney General, Dept. of Public Charities.
- Delivered and retrieved documents within the building for department attorneys.

### EDUCATION:

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|---|---|------|
| ▪ University of Massachusetts at Boston | <b>Certificate in Gerontology</b>                 | 2000 |
| ▪ University of District of Columbia    | Coursework in Gerontology                         | 1992 |
| ▪ Curry College, Milton, MA             | <b>B.A. in Political &amp; Historical Studies</b> | 1981 |

References Available Upon Request